Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
August 12, 2015, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Division Chief Connie Coyle
- Sergeant Steven Koch
- Nissa Mills
- Patsy Hathaway
- Chad Sublet
- Captain Chris Brown
- Shawn Smith
- Rob Davis (via phone)

Agenda:
1. Approval of Minutes
2. Power DMS Demonstration
3. Discuss Implementation Plans
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on August 5, 2015, which were approved by the team with no changes.

Nissa Mills then provided the Action Team with a demonstration of PowerDMS as a tool for managing documents, policies and procedures within the Denver Sheriff Department. The Action Team discussed how document changes are recorded and the need for PowerDMS to assist with managing timing and completion of required reviews. The Action Team also discussed how PowerDMS can integrate with a future Learning Management System that is being pursued to support all agencies within the Department of Public Safety along with specific capabilities of PowerDMS related to management of reviews and soliciting feedback from staff members on the usefulness and applicability of policies and procedures.

The Action Team then discussed whether the implementation plan for recommendation 1.7 should be revised to reflect additional understanding of the capabilities of PowerDMS and the potential to run a test of PowerDMS in the DSD environment. The Action Team then discussed revisions made to the implementation plan for recommendation TFT.8 including the team’s recommendations for improving the department order to more accurately reflect the eligibility requirements for provisional assignments. The Action Team then discussed clarification needed from Hillard Heintze regarding recommendations 1.11 and 1.12. Rob Davis indicated that work is in progress to provide the information and will provide the response to Shawn Smith as soon as it’s complete.

Stephanie O’Malley then proposed that the Action Team suspend meeting until September to allow time for members to complete work identified in the approved implementation plans. The Action Team discussed and agreed with this approach, indicating the remaining revisions to implementation plans would be submitted for approval shortly. Ms. O’Malley then notified the team that the Reform Implementation team reviewed the fiscal estimates developed by the Action Teams and next steps in the process.
**Action Items**

1. Revised Implementation Plans – 8/19/2015

**Next Meeting:** TBD  
County Jail Conference Room